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Annual Meeting, November 8-12, 1989. Instructions for Table Volunteers.

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Division of Women and Crime
American Society of Criminology
Annual Meetings, November 8-12, 1989

Instructions for Table Volunteers

The first order of business is to say thank you for volunteering to staff the Division Booth. Begun as an effort to publicize the Division, the Division Booth has gained momentum as a popular gathering spot for Division members and interested criminologists. So, pull up a chair you're going to be seeing lots of people!

The second order of business is to let you know what else you're supposed to be doing. The table comes equipped with

- 1) free material, including the division brochures and the program highlights,
- 2) membership materials, i.e. the membership form, receipt, and check or cash for \$5.00 from the new member,
- 3) Curriculum Guides, including order form, receipt, and check or cash for \$20.00 for members of the Division, \$25.00 for non members, and
- 4) Materials for handling money, including receipt book, envelop marked "Division of Women and Crime: Table Receipts, and tally sheet.

Your job is to hand out the free material, process the memberships, sell and/or take orders for Curriculum Guides.

Processing Memberships

1. New member fills out membership form 2. Take check/cash for \$5.00 3. Fill out receipt, give one copy to new member 4. Attach other copy of receipt, check/cash to membership form 5. Put in envelop marked "Division of Women and Crime: Table Receipts"

Selling Curriculum Guides

1. On site sales: Receipt the sale giving one copy to purchaser, attach check/cash to other copy of receipt and put both in envelop marked "Division of Women and Crime: Table Receipts."

2. Orders: buyer fills out order form, writes check or gives you cash, you receipt the money, attaching receipt and money to order form, put in envelop marked "Division of Women and Crime: Table Receipts."

The next to last order of business is the Tally Sheet. At the end of your shift, please indicate the number of memberships you've processed and the amount of membership money you collected in the space provided. Additionally, record the number of Curriculum Guides you've collected money for (sale and order), distinguishing between members of the Division and nonmembers and recording totals for each as provided on the sheet.

The very last item, What to do if . . .

1. Your relief doesn't show up: Get your relief's number from the sign-up sheet which should be at the Table and call, or wait until I (Drew Humphries, I'm staying at the Nugget) check in, but do not abandon the table, the money or the Curriculum Guides.

2. No one comes to close the Table: Try to reach me (Drew Humphries, I'm in the Nugget) or leave a message at the hotel registration desk. If that doesn't work please note: the Division Envelop goes to Sarah Hall who says she will be at Registration, find a secure place to keep the other materials, especially the Curriculum Guides, perhaps your room, and leave a message for me at the hotel registration desk.